



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

DEPARTMENT OF HUMAN RIGHTS

W.H. Tyrone Terrill, Director

240 City Hall

15 West Kellogg Boulevard

Saint Paul, MN 55102-1681

Telephone: (651) 266-8966

Facsimile: (651) 266-8962

TDD: (651) 266-8977

AFFIRMATIVE ACTION PROGRAM REGISTRATION

We hereby certify that we have developed and are implementing over the next two years an effective Affirmative Action Program which complies with Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment. Our AAP includes, but is not limited to, the provisions listed below:

DISSEMINATION OF AA/EEO POLICY STATEMENT

1. The policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment. All employees and contractors will be furnished a copy of the AA/EEO policy statement. This policy will be made available to all employees including part-time, temporary or seasonal.
2. We will include the statement "Affirmative Action, Equal Opportunity Employer" on company letterhead, employment applications, contracts and subcontracts, and in advertisements recruiting employees and contractors.
3. We will include non-discrimination clauses in all union agreements, and we will review all contractual provisions to ensure that they are non-discriminatory. We will inform all union officials of the AA/EEO policy and request their cooperation.
4. We will personally meet with women, minority and people with disabilities recruitment resources and, if applicable, with labor union representatives. We will utilize women, minority and people with disabilities media resources. We will inform the recruitment and media resources, and labor union representatives, of our AA/EEO policies and encourage them to actively recruit and refer minorities, women, and people with disabilities, in order to assist us in achieving our affirmative action goals.
5. We will include the Saint Paul Affirmative Action/Equal Employment Opportunity Contract Specifications in all bid specifications and contracts on City of Saint Paul-assisted contracts. We will include these Contract Specifications in all lower tier contracts for materials and construction work on City-assisted contracts.

RECRUITMENT OF EMPLOYEES

1. All solicitations and advertisements for employees placed by us or on our behalf will state that we are an Affirmative Action, Equal Opportunity Employer. Copies of advertisements for employees will be kept on file for review by the Saint Paul Human Rights Department.
2. We will meet with and use, and encourage our subcontractors to meet with and use, agencies and organizations which refer women, minorities and people with disabilities, such as the employment recruitment resources provided by the Department.

UNDERUTILIZATION ANALYSIS & GOALS AND TIMETABLE

1. We will conduct an analysis of our employee workforce to determine present levels of employment of women, minorities, and people with disabilities in our workforce to identify areas of underutilization of such persons and to determine the causes of such underutilization. We will maintain a statement of the goals and timetables to remedy any underutilization of women, minorities and people with disabilities.
2. We will set an employment goal of 10% people with disabilities for our non-construction workforce.

AGREEMENT

1. We agree to maintain a current effective Affirmative Action Program (AAP), to implement all provisions of that AAP during the next two years, and to comply with Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment. Our AAP is now available for inspection and will be submitted to the Department at any time upon its request.
2. We agree to keep records of all personnel actions such as applicant flow, hiring, firing, lay-off, promotions, and actions taken to affirmatively recruit and hire women, minorities and people with disabilities. We agree to submit to the Department during the next two years AA/EEO Semi-Annual Compliance Reports detailing these personnel activities and affirmative action efforts.
3. During the next two years we agree to provide, as requested by the Department, proof of compliance with Section 183.04 and its implementing Rules, including documentation of our good faith efforts to recruit and hire women, minorities and people with disabilities.
4. For City-assisted construction projects of \$50,000 or more, we agree to make every good faith effort to meet the city's utilization goals for women and minorities and to provide the project monitoring documentation requested by the Department.

Company Name

Date

Signature of Chief Executive Officer

Signature of AA/EEO Manager

{Enter Contractor's name in blanks unless otherwise indicated}

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO) POLICY STATEMENT

This statement is to affirm _____ policy on providing Equal Employment Opportunity (EEO) to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically including Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment.

_____ will not discriminate against any employee or applicant for employment because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance.

_____ will maintain zero tolerance for harassment of or by any employee or applicant for employment because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance, will maintain an internal complaint procedure for complaints of such harassment, and will provide employees with contact information for federal, state and local enforcement agencies.

_____ will take Affirmative Action (AA) to ensure that all employment practices are free of such discrimination and harassment. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

_____ fully supports incorporation of non-discrimination and affirmative action rules and regulations into contracts.

_____ will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

_____ will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Equal Employment Opportunity and Affirmative Action objectives as well as other established criteria. Any employee of _____ or subcontractors to _____ who do not comply with the Equal Employment Opportunity and Affirmative Action (EEO/AA) Policies and Procedures set forth in this Statement and plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically including Section 183.04 of the Saint Paul Legislative Code and the Rules Governing Affirmative Requirements in Employment, will be subject to appropriate legal sanctions.

_____ has appointed _____ as EEO/AA Manager to manage the Equal Employment Opportunity Program. His/Her responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Plan (AAP), as required by Federal, State and Local agencies. He/she will be given the necessary top management support and staffing to fulfill his/her job duties. The Chief Executive Officer of _____ will receive and review reports on the progress of the plan. If any employee or applicant for employment believes he/she has been discriminated against, please contact _____ at this address _____ or call _____.

Chief Executive Officer (Please print)

Signature of Chief Executive Officer

Date

DESCRIPTION OF CONTRACT:

ALL CONTRACTORS:

A. _____
Company Name E-mail Address

B. _____
Address City State Zip Code

C. _____
Phone No. Fax No.

D. _____
Chief Executive Officer Telephone No.

E. _____
AA/EEO Manager Telephone No.

F. Nature of Business_____

G. Description of Contract_____

H. Estimated Dollar Amount of Contract_____

I. Estimated Contract Start Date_____

J. Estimated Contract Completion Date_____

K. Description of City-assisted Construction Project_____

L. Type of Construction to be Performed_____

M. _____
Name of Project's Developer Contact Name and Telephone No.

N. _____
Name of Project's Prime Contractor Contact Name and Telephone No.

(Note: Sections K. through N. should only be completed by Developers and Construction Contractors involved with a City-assisted construction project.)

EMPLOYER: _____ AA/EEO MANAGER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX NUMBER: () _____ E-MAIL: _____

ALL EMPLOYEES (FULL-TIME, PART-TIME, TEMPORARY AND SEASONAL)

JOB CODE	JOB CATEGORIES	PEOPLE WITH DISABILITIES	MALE					FEMALE					TOTAL (A - J)
			WH (A)	BL (B)	HI (C)	AP (D)	AA (E)	WH (F)	BL (G)	HI (H)	AP (I)	AA (J)	
01	OFFICIALS & MANAGERS												
02	PROFESSIONALS												
03	TECHNICIANS												
04	SALES WORKERS												
05	OFFICE & CLERICAL												
06	CRAFT WORKERS (SKILLED)												
07	OPERATIVES (SEMI-SKILLED)												
08	LABORERS (UNSKILLED)												
09	SERVICE WORKERS												
10	CURRENT TOTAL EMPLOYMENT												
11	TOTAL EMPLOYMENT IN LAST REPORT												

WH: WHITE
BL: BLACKHI: HISPANIC
AP: ASIAN/PACIFIC ISLANDER

AA: AMERICAN INDIAN/ALASKAN NATIVE

I affirm that the information entered on this form and on all attachments are accurate and true to the best of my knowledge.

(Signature)

(Title)

(Date)

Underutilization Analysis

(To be completed by firms with twenty (20) or more employees)

Company Name _____ Date _____

Job Group	Total	Women					Minorities				
		Utilization		Availability		Number Under-Utilized	Utilization		Availability		Number Under-Utilized
		Number	%	Number	% *		Number	%	Number	% *	
Officials & Managers											
Professionals											
Technicians											
Sales											
Office/Clerical											
Skilled Craft											
Operatives											
Laborers											
Service Workers											
Column #	#1	#2	#3	#4	#5	#6	#2	#3	#4	#5	#6

* Percentage for availability should be in decimal form for ease of calculation

Instructions:

1. Column 1 = total in job group
2. Column 2 = total # of women or minorities in job group
3. Column 3 = Column 2 ÷ Column 1
4. Column 4 = Column 5 x Column 1 (If result is greater than 1, round up or down to nearest whole number. If result is between 0 and 1, round up to one.)
5. Column 5 = Availability (See below for explanation of source)
6. Column 6 = Column 4 - Column 2 (If result is negative, enter 0.)

You may submit your own Underutilization Analysis and Goals and Timetables forms in lieu of these forms. If you need availability data, go to www.deed.state.mn.us/lmi/publications/aap.htm . The Department's Web Page is : www.ci.stpaul.mn.us/depts/humanrights/ or call (651) 266-8966 for copies of forms or for more information.

Goals and Timetables

(To be completed by firms with twenty (20) or more employees)

Company Name

Date

Job Group		Current Work Force				Underutilization (#)		* A. H. O.	Annual Goals		Ultimate Goals		
		Total	Male	Female	Minority	Minority	Female		Minority	Female	Year	Minority	Female
1	#												
	%												
2	#												
	%												
3	#												
	%												
4	#												
	%												
5	#												
	%												
6	#												
	%												
7	#												
	%												
8	#												
	%												
9	#												
	%												
	#												
	%												

* A.H.O. = Anticipated Hiring Opportunities (including all attrition plus possible expansion.)

Revised 01/01/06

Utilization Goals for People with Disabilities
(To be completed by all firms)

Company Name _____ Date _____

Total Employees in Non-Construction Job Groups	Percentage Available	Numerical Goal
_____	x 0.10	= _____